

Reports 1-4-1

All Branch Chiefs

23 May 1955

Chief, Records Management Division

Budget Statement

1. We have been requested to submit a budget statement to the Management Staff Budget Officer by 1 June. This statement will have the same headings as last year; that is,

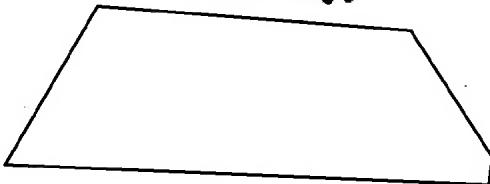
a. Major Accomplishments and Significant Developments during 1955.

b. Objectives for Fiscal Year 1956 and Status of the Current Program.

c. Program Outlook for Fiscal Year 1957.

2. There is attached a copy of the budget material for last year as it was finally edited and printed by the Budget Office. You will note that they have appreciably shortened even the condensed version finally submitted by us. Please keep this need for brevity in mind in preparing a statement for the current year to assure that our most significant items are not deleted in the course of editing by other offices.

3. In order that I may have time to review and consolidate the material before submittal, please forward your statement to my office by the close of business on 26 May.



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